

Practices and Procedures Guide

4512 Foster Parent (Licensed Family Foster Home) Training

45121 Service Definitions

A. Training is a service to individual licensed family foster home or groups of homes focusing on issues common to placement. Applicants for foster family home licenses must participate in the following trainings prior to being licensed:

- * A pre-application orientation
- * Pre- Service Training
- * First Aid and HIV/BBP

B. As of March 1, 2005, all licensed family foster home (including private agency, Children Administration and licensed relative homes) will be required to complete 36 hours of ongoing training during each three year licensing period. The mandatory training hours must be completed prior to the licensed family foster home license being renewed. This training requirement can be fulfilled by participating in any of the following training opportunities:

1. Resource Family Training Institute (RFTI) training courses;.
2. Conferences and trainings related to Child Welfare and/or other human services relevant to the foster parent's scope of duties;
3. Other relevant training offered by Office of Training and Development of Children's Administration ;
4. Certification programs offered by Pierce or Seattle Central College;
5. Other training opportunities as approved by the licensor in coordination with the RFTI training manager;
 - a. CA on-line or video training courses offered on the Resource Family Institute's webpage.
 - b. CA approved private agency training courses

- C. If there are two people in the family foster home on the license, both must meet the mandatory training requirement. The department may, in its discretion, excuse one of the foster parents from all or part of the 36 hour requirement. This decision will be determined by individual circumstances of the licensed family foster home, the safety and well being of the children in the home, and the extent and nature of the involvement of the licensed family foster home in the supervision and care of the children in the home. Examples:
1. Excused person in licensed family foster home is out of home on military service
 2. Excused person in the licensed family foster home is not in the home alone with the children and does not provide supervision and care to the children on more than a short-term, temporary basis.
 3. Excused person in the licensed family foster home is out of the home on business travel a majority of time.
- D. If the licensed family foster home reaches re-licensing without completing the training requirement of 36 hours in 3 years, a warning letter will be issued from the licenser and licensed family foster home will be given 6 months to complete the training requirement before their application for re-license is denied.

Effective March 1, 2005, to March 2008 the required training will be pro-rated during the transition period as follows. After this transition period, 36 hours will be required during every 3 year re-licensing period.

1. If a licensed foster parent has less than 6 months until license renewal, he/she does not need to fulfill the requirement.
 2. If a licensed foster parent has 7 to 12 months until license renewal, he/she must complete 12 hours of approved training.
 3. If a licensed foster parent has 13-24 months until license renewal, then he/she must complete 24 hours of approved training.
 4. If a licensed foster parent has 25 to 36 months until license renewal, then he/she must complete 36 hours of approved training.
- E. All mandatory training requirements will be tracked in CAMIS. Each DLR Area Administrator will receive quarterly training reports. Each DLR licenser and RFTI training manager will be responsible for updating training information pertaining to licensed family foster home.

45122 Accesses to Training

DCFS licensed family foster homes, private agency licensed family foster home, and relative caregivers are eligible to participate in department-sponsored training. In order to participate in the training, a caregiver must receive authorization from the DLR licenser, or RFTI training manager.

45123 Procedures for Accessing Training

The licensed family foster parents consult the licenser and/or regional training manager for class announcements and procedures to access to this service. The web site also maintains a training calendar available to all foster parents, relative caregivers and agency staff.